

Instructions for Completing, Saving, Viewing and Electronically Filing the Proof of Claim Form

1. Open the Proof of Claim form.
2. Click on **Name of Debtor** and begin completing the form.
3. Use the tab key to navigate through the form.
4. Be sure to include the **Debtor(s) Name, Bankruptcy Case Number, Creditor's Name, Creditor's Address and Phone Number** all located in the top portion of the Proof of Claim form.
5. Insert the appropriate information in the boxes numbered 1 through 6.
 - a. Do not use dollar signs or commas when entering amounts.
 - b. Use the **enter** key or the **space bar** to check the boxes.
6. Type in the date of the claim
7. If filing electronically, complete the Proof of Claim with the electronic signature.
(For Example: /s/ Full Name)
8. Save the completed Proof of Claim.
 - a. Click on the floppy disk located in the top left hand corner of the Proof of Claim Form.
 - b. Browse through your hard drive to the place where you want to save this file.
 - c. Name the file.
 1. The extension will be pdf.
 2. The "Save as type" box, should have Adobe PDF Files (*.pdf) selected.
 - d. Click Save.
9. The Proof of Claim is now ready to be filed electronically.

This Proof of Claim form has been saved to your hard drive as a pdf (portable document format) and is ready to be filed electronically.

To View the Completed Proof of Claim

1. Locate the document.
2. Left click on the file name one time to highlight it.
3. Right click on the file name one time.
4. Click on "open with"
5. Click on "Adobe Acrobat."

Note: You may also double click on the filename, as long as it was saved with the pdf extension and you have Adobe Acrobat on your PC.

To Electronically File the Completed Proof of Claim

1. Go into **CM/ECF**
2. Go to **Bankruptcy** and choose **File Claims**.
3. Enter the Bankruptcy Case Number.
4. Enter the Creditor the claim is for, and click **next**.
5. Locate the Creditor from the list.
 - a. If the Creditor is not listed, choose **add creditor**.
 - b. Enter the Case Number, and Click **next**
 - c. Add the Creditor to the database.
 - d. Click the Last Entry button, and click **next**.
 - e. Click **Return to File a Proof of Claim** and Repeat steps 3 and 4 above.
6. Click once on the creditor, and click **next**.
7. Insert the appropriate claim information, and click **next**.
8. Click **Browse** and locate the completed Proof of Claim form.
 - a. You may have to change your file type to “All” or to “Adobe” to pull the pdf files.
9. View the document, close it and place it in the browse field by double clicking on the document or by clicking the open button.
10. Click **next** to file the claim
11. Print the **Notice of Electronic Filing**, this is your file stamped copy.